

CSC Adopted: **October 2001** , CSC Revised: _____**Class Title: Autobody Repair Mechanic****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Diagnoses and repairs vehicle to pre-accident condition, including welding, frame straightening, painting, and other body repairs. Operates wrecker and maintains paint supplies.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Diagnoses damage and repair needs by pulling out damaged areas and disassembling parts to find hidden damage.
2	H	Repairs damage by ordering replacement parts, removing and replacing parts, body filler, painting, sanding, and preparing, replacing glass, repairing electric door locks and welding parts.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	One years experience in Autobody Repair and Painting.
Certifications and Other Requirements	Valid CDL (Class A) Driver's License
Reading	Work requires the ability to read work orders, point materials and MSDS.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write general repair and maintenance notes.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires team involvement and development.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Sanding, welding, painting, detailed body work, part installation
Sitting	F	Detailed body work, driving
Walking	F	From shop to Mot office or parts department
Lifting	F	Parts, shop tools, painting equipment and supplies, paint
Carrying	F	Parts, shop tools, painting equipment and supplies, paint
Pushing/Pulling	O	Parts, vehicles within shop
Reaching	O	While painting
Handling	F	Parts, shop tools, painting equipment and supplies, paint
Fine Dexterity	O	Painting, using shop tools
Kneeling	F	Detailed body work, part installation
Crouching	F	Detailed body work, part installation
Crawling	R	Part installation
Bending	F	Sanding, welding, painting, detailed body work, part installation
Twisting	F	Sanding, welding, painting, detailed body work, part installation
Climbing	O	Ladder
Balancing	R	Detailed body work, on ladder
Vision	C	Computer, desk work, reading, writing, vehicle body work, part installation, sanding, painting, driving
Hearing	C	Telephone, co-workers, supervisor, various vendors, personnel from various City departments, meetings
Talking	C	Telephone, co-workers, supervisor, various vendors, personnel from various City departments, meetings
Foot Controls	O	Driving
Other (specify)	N	

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Computer, hand sander, hand tools, welding machine, spray gun, City wrecker, digital camera, Standard Microsoft Windows and Office software, Faster software (specialized fleet management package)

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	D	Dirt and Dust	D	Office Environment	--
Chemical Hazards	D	Extreme Temperatures	S	Warehouse	--
Electrical Hazards	N	Noise and Vibration	D	Shop	X
Fire Hazards	W	Fumes and Odors	D	Vehicle	--
Explosives	M	Wetness/Humidity	W	Outdoors	--
Communicable Diseases	M	Darkness or Poor Lighting	M	Other (see 2 below)	--
Physical Danger or Abuse	W				
Other (see 1 below)	N				

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Air respirator, paint mask, gloves, tyvex suite, safety glasses, ear protection, welding PPE, safety shoes

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)